FRANKFORT PARK DISTRICT
BOARD OF COMMISSIONERS MEETING
TUESDAY JANUARY 13, 2025
140 OAK STREET, FRANKFORT, IL 60423

MINUTES

1. CALL TO ORDER

President McCarey called the meeting to order at 6:30 p.m.

2. ROLL CALL

PRESENT Commissioner Ponton
Commissioner McCarey
Commissioner Gentry
Commissioner Barz
Commissioner Ruvoli

ABSENT None

ALSO PRESENT Gina Hassett, Executive Director; Stacy Proper, Supt. Recreation; Regina Ross-Ellison, Business Manager; .and Edward Newton, Supt. Building and Grounds.

GUESTS: Mary E. Sullivan

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA – Approved as presented.

5. CONSENT AGENDA – Items on the consent agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a board member so requests in which event, the item will be removed from the Consent Agenda and will be considered separately.

A. **Approval of the Regular Board Meeting Minutes of December 9, 2025**
B. **Approval of the Committee Meeting Minutes of December 9, 2025**
C. **Approval of the Executive Session Minutes of December 9, 2025**

Commissioner Ruvoli made a motion to approve the Consent Agenda as amended. Commissioner Barz seconded the motion. A roll call vote was taken.

Aye: (5) Commissioners Gentry, Ponton, Barz, Ruvoli, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

Motion approved

6. Finance Report- APPROVAL OF BILLS (financial reports attached) – President McCarey asked for a motion to approve the December 31, 2025, Accounts Payable and Payroll in the amount of $637,202.42 which may include travel and lodging expenses. Regina gave an overview of the list of bills and highlighted several of the larger payments. She pointed out some corrections within the report due to coding errors and explained the reason for some of the payments.

Commissioner Ponton made a motion to approve December 31, 2025, Accounts Payable in the amount of $637,202.42 as presented and Commissioner Gentry seconded the motion. A roll call vote was taken.

Aye: (5) Commissioners Gentry, Barz, Ruvoli, Ponton, McCarey
Nay: (0)
Abstain: (0)
Absent: (0)

Motion approved

7. CITIZENS COMMENTS AND/OR CORRESPONDENCE -New resident Mary Sullivan said she wanted to attend to see how the District is run and to learn more about the community. The Board welcomed her and thanked her for her participation.

8. PRESIDENT'S REPORT
   - President McCarey said as we move forward in the new year we need to continue on the path we stated in the last few years to improve and maintain the District.

9. EXECUTIVE DIRECTOR REPORT –

   - Fort Frankfort – Work has stalled with the winter weather. Staff continues to work with the contractor to get the pieces built out that were delayed.
   - Five Oaks – Tonight they have an HOA meeting. There is some confusion on the vote by the residents. Two separate issues need to be voted on. One ballot is for the approval of an increase to the HOA fees for the residents. The second ballot is for the approval to remove Frankfort Park District from the Declaration. The second ballot was just received yesterday, February 12th, and must be turned in by February 15th! Our staff did send out information to the residents twice to let them know the issues. Several residents are working to help inform their neighbors and encourage them to approve the removal of the District from the Declaration.
   - Website Redesign - Staff is working with the contractor on the site development. It is anticipated that the new website will be ready in May.
   - Recreation Facilities – Gina has been in contact with Williams Architects to prepare plans to update Founders Center and evaluate proposed existing facilities for costs.
   - Staff - Andrew Farkas, Building and Grounds Foreman, has accepted a position with LWSRA as the Facility Manager. The Foreman position will be posted internally this week. If necessary, we will post it to the public. Lisa Abbott, Administrative Clerk, is leaving and the part-time clerk position is posted on the website.
   - IAPD/IPRA Conference- It will be held January 29-31.
   - SSPRPA – the legislative breakfast will be held February 11th.

10. COMMITTEE REPORTS
    A. Special Recreation – Gina received a draft copy of their audit and it will be presented at their next meeting.

    B. Building and Grounds Report – Ed's report was included in the Board's packets.
       - Ed said that his team is working around some staff taking their last few vacation days from 2025 and the foreman's resignation. They have been working on a rotating schedule with staff.
       - On nicer days the staff has been trimming trees and bushes near the paths. On inclement days they continue to repair and paint the picnic tables.
       - At the Puent building, floors were stripped and waxed and other maintenance was done.
       - The new truck delivery has not happened yet, but it is within the timeframe that was communicated to Ed.
       - Commissioner Ruvoli asked about the recent vandalism and has there been more.
       - The new charging stations are all installed and the programming education is still needed. Ed will find out if he can move the fencing. Gina and Regina need to work on the back-end financing of it. Rates need to be set. Commissioner Gentry noted that ComEd is making a big mess.

C. The Recreation Report – Stacey's report was included in the Board's packets.
- Holiday events – Santa's Workshop and Photo's were both well attended. The Polar Express Story Time had two train times and were attended by 122 passengers for each session. Puzzlemania is in it's 3rd year and had 12 teams. The Holiday Cards for seniors collected 1,200 cards and coloring pictures to distribute to local Senior living homes.
- Countdown to 2026 – A kids New Year party was held the afternoon of December 31st. There were 22 participants who enjoyed treats and a balloon drop.
- Flag Football – The season ended on December12th. Parents have sent in positive feedback on the season and are looking forward to next fall.
- Youth Basketball – The season just started and teams are receiving their jerseys this week. The games will be held at the Founders Center gym and at Chelsea School. At least one score keeper is needed still.
- Pre-School – Staff is getting ready for registration for the Fall of 2026. Kristin attended a pre-school information fair at the local library. The open house at the Puent Building will be held January 31st.
- New Programming – Stacy stated that staff is always evaluating current and past programs and events to offer residents variety.
- Community Outreach – Julie's report was included in the packets. She has worked very hard on the sponsorships. The Senior Lunches tend to be very popular with many local Senior Living centers reaching out to be included as sponsors.

D. Public Relations – Debs report was included in the Board's packets. She has included the Digital Media report.

E. Planning Report – None

11. UNFINISHED BUSINESS –

12. COMMISSIONERS COMMENTS
Commissioner Gentry said Happy New Year and thank you to all for the work they did in 2025. The Holiday Party was very nice and a good time.
Commissioner Ponton said Happy New Year and he hopes everyone has a great year. He commented that the Holiday Party was very good and it was great to see everyone. He told Regina that everyone asked about her and missed seeing her there.
Commissioner Ruvoli said thank you to the staff for a great 2025 and he is looking forward to 2026. He is hoping for better weather for the Maintenance Department. He thanked Stacey for the wonderful events during the past year. He commented that the pictures online are great. He said the employee Holiday Party was fun and it was great getting together with everyone that we don't get the chance to see on a regular basis.
Commissioner Barz asked if Cedarhurst has paid their developers fees. Gina was unsure and will check it out. The new senior living center on Route 30 has not yet been finished and hasn't paid yet. He said thank you to the staff for all they did in 2025 and wished all a Healthy, Happy New Year.

13. EXECUTIVE SESSION – None

14. ADJOURNMENT –– President McCarey asked for a motion to adjourn the Frankfort Park District Board of Commissioners Regular monthly meeting of January 13, 2026 at 7:10 p.m.
Commissioner Gentry so moved, and Commissioner Ponton seconded the motion. Hearing no objections all present voted Aye. Motion passed by a voice vote at 7:10 p.m.

Respectfully submitted,

Mary T. Strand
Board Minutes Secretary